

Sponsor _____ Month _____ Year _____

MONTHLY AFTER SCHOOL SNACK COUNT RECORD

Site _____

INSTRUCTIONS

Keep a separate Daily Snack Count Sheet for each site where the After School Snack Program is operated.

Information from this sheet is used to complete the After School Care Snack Claim for Reimbursement on line.

Use the **Date** column of this sheet as a calendar and enter the meal counts for the corresponding date.

Use the appropriate Meal Count Sheet for the type of site (Area/Site Eligible or Non-Area Eligible). On a daily basis, record the snack totals from the Meal Count Sheet in the appropriate column(s) on this sheet.

Total the column(s) at the end of the calendar month. Total figures across each line and down each column in each section of the form to double-check your math.

Give this form to the Claims Official.

	AREA/SITE ELIGIBLE AFTER SCHOOL SNACKS	NON-AREA ELIGIBLE AFTER SCHOOL SNACKS			
Date	Total Area/Site Eligible Snacks	Free	Reduced	Paid	Total Non-Area Eligible Snacks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTALS					